

The **Filing** Room  
DOCUMENT MANAGEMENT & ARCHIVING

Document  
Storage

Digital  
Storage

Registry  
Management



# The Filing Room

## TWO DECADES OF DOCUMENT MANAGEMENT SOLUTIONS IN EAST AFRICA

The Filing Room is a Document Management Company. That's our focus and that's our only business. We've stored and archived customer records for over 20 years. We manage 100,000,000 records for over 100 East African companies. We have a safe, secure and protected facility on the Mombasa Road and we've been there since we opened in 1993. But most importantly, we're passionate about records and good order.

### PRICING

#### RECURRING COSTS

##### ARCHIVING

KSHS 70 PER CARTON PER MONTH  
LARGE QUANTITIES ON APPLICATION

#### SET-UP COSTS

##### CARTON PURCHASE (1-OFF)

KSHS 175 PER CARTON  
(KSHS 200 IF NOT STORING WITH TFR)

##### INITIAL INDEXING (1-OFF)

KSHS 15 PER FILE

PRICES EXCLUDE VAT  
ARCHIVING FEES PAYABLE QUARTERLY IN ADVANCE

#### AD-HOC COSTS

##### DELIVERY TO YOUR OFFICE

KSHS 650 PER COURIER TRIP IN NBO

##### SCANNING AND SENDING A FILE

KSHS 100 (UP TO 5 PAGES)

#### FULL LIST ON REQUEST QUANTITY DISCOUNTS AVAILABLE

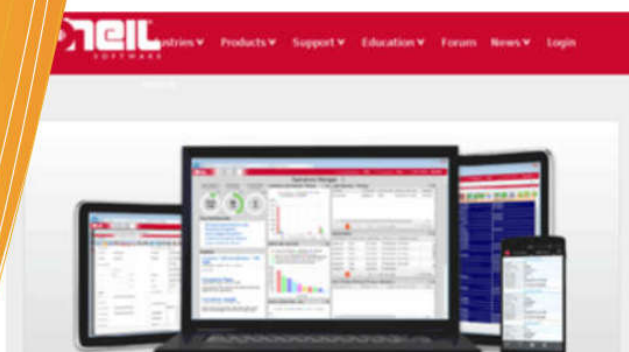
# The Filing Room

## document management



We use the world-leading O'Neil Records Management Software to manage your records. We barcode every box and scan it to a location within the facility. This means we will be able to identify each box's location immediately in the future. We also prepare a detailed inventory of what each box contains so that retrieval is always effortless. With barcodes at file level, we also track individual files.

Organizations in every industry and of all sizes - including major Banks and Insurance companies - rely on The Filing Room as their document management partner. We store computer backups, raw data, PCs and much more. We have an extensive fire alert system backed by on-site foam & automatic dry-powder suppression with rapid response from KK's Fire Fighting Service. We have a state-of-the-art steel racking system, CCTV, access control & 24-hour manned guarding security. Let us take the strain and ensure your information is properly protected.



We offer two solutions to meet your Document Management needs.

We can archive your records in our facilities on the Mombasa Road or we can digitize them and return all your data to you on CD or Digital Hard Disk.

In addition we can securely destroy your records when you're confident you no longer need them.



## OUR DOCUMENT MANAGEMENT PROVIDES A TOTAL END TO END SOLUTION.

### CUSTOMER FOCUSED

Altogether, our experience, knowledge and reputation for security have combined to make us Kenya's leading Document Management Company. Here are some comments.



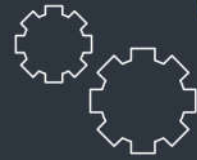
..diligent and professional in their work..' **Health Management Organisation**

..we wouldn't hesitate to recommend them..' **Market Research Company**

..Thanks for this fast reaction. Very impressive. Your team really understands records management.' **Kenyan Insurance Company**

..no one has anything like your storage facility in Nairobi..' **International Bank**

**REDUCE YOUR RISK  
BE BETTER PROTECTED AGAINST FIRE,  
FLOOD & LOSS**



### STORAGE SOLUTIONS

Solutions that offer safe and secure storage of your records.

A Convenient location which offers fast and reliable retrieval of your records delivered to your office.

Digi-send for when you need a scanned copy of an urgent record delivered straight to your PC



### DIGITAL SOLUTIONS

When you need your records with you always, we can physically store the paper copy at our Storage Facility and give you a digital copy for instant access. Saves you space, saves you time and saves you money.



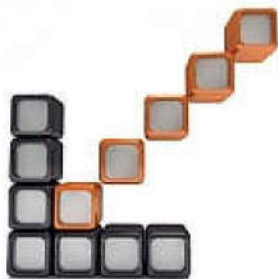
### BUSINESS SOLUTIONS

At the Filing Room we believe your information should be well managed from the beginning – not just once it's archived. That's why we can provide trained Filing Room staff embedded in your organisation to manage your records on site. We're passionate about good record keeping and we want you to be proud of your on-site registry. We can make that happen.

**OUT-SOURCED  
DOCUMENT  
MANAGEMENT**

Safe  
Secure  
Protected  
Convenient  
Tamper-proof  
Guaranteed retrieval  
Manage documents better  
Free your valuable office space

**The Filing Room**  
DOCUMENT MANAGEMENT & ARCHIVING



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